

**STATE OF LOUISIANA  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS  
CORRECTIONS SERVICES**

**Policy  
A.2.22**

**04/15/1998**

**Administrative  
Personnel  
Violence-Free Workplace**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections, as contained in Chapter 9 of Title 36.
2. **REFERENCES:** Department Regulation No. A-02-001 "Employee Manual," A-02-014 "Employee Assistance Program," A-01-004 "Project Zero Tolerance," A-02-024 "Critical Incident Stress Debriefing," C-05-001 "Activity Reports/UOR," C-05-003 "Headquarters Audit - Adult and Juvenile Institutions," and Executive Order No. MJF 97-15.
3. **PURPOSE:** To constitute the Department's Violence-Free Workplace Model Plan as a regulation.
4. **APPLICABILITY:** All employees of Corrections Services. The Deputy Secretary, Undersecretary, Assistant Secretaries and Unit Heads are responsible for implementation and monitoring of this plan.
5. **POLICY:** It is the Secretary's policy to achieve and maintain a workplace free of violence and to provide a model plan through which employees shall be trained.
6. **PROCEDURES:**
  - A. The Department's Violence-Free Workplace Model Plan is designed to:
    - \* provide practical information on the prevention of workplace violence and on the mitigation of its ill effects;
    - \* prohibit acts or threats of violence, by or against state officers and employees, at all work sites and whenever official state business is being conducted;
    - \* minimize the chance of exposure of state officers and employees to violent, threatening, or harassing situations by implementing effective security and administrative procedures and practices;

- \* analyze each state work site from the perspective of preventing the occurrence and minimizing the effects of any violent, threatening, and harassing situation; and
  - \* educate state officers and employees to increase their awareness of security, health, and safety concerns and train them how to properly respond in the event a violent, threatening, or harassing situation occurs.
- B. Initial training of unit trainers concerning the Department's Violence-Free Workplace Model Plan will be conducted by Headquarters Training.
- C. The Violence-Free Workplace Model Plan shall be incorporated into each unit's orientation and in-service training plans and all employees shall be instructed on its contents.

Richard L. Stalder  
Secretary

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